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An Equal Opportunity Employer

TO: All DWD Administrative Managers and Supervisors

FROM: Alan D. Degner, Commissioner

DATE: October 10, 2003

SUBJ: DWD Policy 2003 - 14
Policy for Alternative Work Schedules

RE: Wagner – Peyser & UI

PURPOSE: To provide guidelines and procedures for the development of the Alternative Work Schedule within the Department of Workforce Development's Administrative Office

RESCISSION: DWD Communication #H95P-I214
DWD Communication #1999-07

CONTENT: In order to provide quality services to the Department of Workforce Development's customers, Alternative Work Schedules will be an option for the Department of Workforce Development's Administrative Office.

ELIGIBILITY AND RESPONSIBILITY:

To participate in the Alternative Work Schedule program, employees must meet eligibility requirements and be responsible to maintain those requirements. If an event should occur that the employee does not meet the eligibility requirements, the employee's participation will be discontinued immediately. The following pay period, the employee will return to working a ten-day work schedule during a two-week pay period.

To be eligible for alternative work schedules, an employee must:

- be a full-time state employee;
- not be on an original work test;
- not be on a work improvement plan;
- not have any negative rating(s) on performance appraisals (below standard, marginal, or unsatisfactory) during the preceding six (6) months; and
- not have any disciplinary action(s) during the preceding six (6) months; and

The employee must submit the following:

- complete and submit an Alternative Work Schedule Request Form to the supervisor for review and approval;
- have approval from the supervisor before starting an alternative work schedule;
- adhere to the selected alternative work schedule on request form;
- alter the alternative work schedule on “off” days that occur on official state holidays; the “off” day will be adjusted another day within the same week as the holiday;
- write “approved AWS” in the Comments Section on the Employee Attendance (A-4 form);
- submit a written request to his/her supervisor if he/she wishes to discontinue the selected alternative work schedule; and
- post his/her schedule to communicate his/her working hours.

PROCEDURES AND RESPONSIBILITIES:

To achieve this goal, it is the manager’s or supervisor’s responsibility to develop a plan in which the office/division meets three (3) specific criteria: customer service, operational objectives and cost savings or at least revenue neutrality and maintain adequate staffing to provide quality customer service/program benefits.

Customer Service

The Department of Workforce Development provides many services for a wide range of customers. To ensure our customers have the opportunity to utilize these services, alternative work schedules will allow the Department of Workforce Development to serve customers during alternate work hours. Hours would be extended to assist customers before 8:00 a.m. and after 4:30 p.m., or service hours can be developed to best serve our customers. However, each proposal must ensure employees work no more than seventy-five (75) hours during a pay period. The employee should work no less than thirty-five (35) hours in one week and no more than forty (40) hours in the second week in any pay period, unless pre-approved overtime has been authorized.

Operational Objectives

To establish an Alternative Work Schedule policy, the Department of Workforce Development’s Administrative Office is required to address operational issues internally, i.e., interactions between offices, telephone duties, computers, etc. Each manager is responsible for communicating all service hours to customers. Each plan should include staffing proposals and supervisory responsibilities while employees are working alternative work hours.

Cost Savings or Revenue Neutral

In order to apply this policy, the Department of Workforce Development’s Administrative Office must provide a plan that shows cost savings or cost neutrality when implementing this policy.

In addition to the three specific criteria for Alternative Work Schedules program, managers and supervisors must:

- verify the requesting employee's eligibility to participate in the Alternative Work Schedule program before approving any request (see requirements);
- when necessary, give preference for a selected schedule to the employee who has greater classification seniority (see definitions);
- determine if "off" days should be limited to Monday's only or Friday's only for employees within his/her scope of authority;
- submit a completed Alternative Work Schedule Request form to Human Resources for processing;
- ensure that an adequate number of the division's, office's, or unit's staff members are scheduled to work (either in the office or in the field) every day during affected pay periods;
- monitor the participating employee's work schedule to ensure that for **overtime eligible** staff seventy-five (75) hours are scheduled (and worked as scheduled) over a period of at least **nine (9) work days** during each pay period, the participating employee should work no less than thirty-five (35) hours in one week and no more than forty (40) hours in the other week in any pay period, unless pre-approved overtime has been authorized;
- monitor the participating employee's work schedule to ensure that for **non-overtime** eligible staff at least seventy-five (75) hours are scheduled (and worked as scheduled) over a period of at least **nine (9) work days** during each pay period and the participating employee should work no less than thirty-five (35) hours in one week and no more than forty (40) hours in the other week in any pay period, unless pre-approved overtime has been authorized;
- monitor the participating employee's work schedule to ensure that for **overtime eligible** staff seventy-five (75) hours are scheduled (and worked as scheduled) over a period of at least **four (4) day work week** during each pay period, and that no more than thirty-seven and half (37.5) hours are scheduled or worked during any one work week;
- monitor the participating employee's work schedule to ensure that for **non-overtime eligible** staff at least seventy-five (75) hours are scheduled (and worked as scheduled) over a period of at least **four (4) day work weeks** during each pay period, and that no more than thirty-seven and half (37.5) hours are scheduled or worked during any one work week;
- ensure that the participating employee adheres to the specific alternative work schedule he/she selected on the request form;
- ensure that the alternative work schedule is altered so that if the "off" day occurs on an official state holiday, the "off" day will be moved to another day in the same week, where as weekly totals should still match the chosen schedule;
- ensure that the words "approved AWS" appear in the Comments Section on the on the participating employee's Employee Attendance Reports (A-4 forms);
- ensure that the participating employee codes the hours worked each day on the Employee Attendance Report (A-4 form) in 15-minute increments (examples: 7.5 hours or 3.75 hours) rather than daily increments (examples: 1 day or ½ day);
- allow employees to discontinue his/her selected alternative work schedule at any time upon receipt of his/her written request to do so and completion of the pay period;
- ensure that all schedules are posted to communicate employee's work hours;
- ensure that all position descriptions and performance appraisals for staff are up to date; and
- ensure that all required management training courses have been completed.

FIXED FLEXIBLE TIME

Employees may select from one of the five following hours of work schedules in conjunction with the supervisor/managers approval.

7:00 a.m. to 3:30 p.m.
7:30 a.m. to 4:00 p.m.
8:00 a.m. to 4:30 p.m. (Standard Business Hours)
8:15 a.m. to 4:45 p.m.
8:30 a.m. to 5:00 p.m.
9:00 a.m. to 5:30 p.m.
9:30 a.m. to 6:00 p.m.
10:00 a.m. to 6:30 p.m.

The work day will consist of 7 ½ hours with a one (1) hour lunch.

Changes from official business hours are voluntary. The eight (8) fixed work schedules are designed to provide employees with a choice of starting and ending time. No employee will be forced to change his/her working hours from the official business hours. Any employee who changes his/her work hours and later finds it is a hardship may return to the official business hours by submitting a written request to his/her supervisor.

Due to the nature of the Department of Workforce Development's business, management reserves the right to adjust work schedules according to the settlement agreement(s) in order to serve its customers.

EFFECTIVE DATE: Immediately

REVIEW DATE: October 10, 2005

OWNERSHIP: DWD Human Resources Division

ACTION:

All staff must consider the above policy in formulating an alternative work schedules. Any changes or modifications to an alternative work schedule plan must be submitted in accordance with procedures outlined within this policy and the approved settlement agreements between the State of Indiana and the appropriate unions. See Alternative Work Forms attached.

REFERENCE: AFSCME: Article 15, Article 22, and Article 23
Unity Article 14, and Article 21, Section B and C

DEFINITIONS:

Alternative Work Schedule (AWS): A work schedule in which the employee works seventy-five (75) hours over a period of two four day work weeks or nine (9) days (rather than ten (10) days) during a two week pay period.

Classification Seniority: The total amount of time (years/months/days) an employee has held his/her current job classification.

Fixed Flexible Time: A work schedule of 75 hours per pay period with a fixed start and end time other than 8:00 a.m. to 4:30 p.m.

Holiday: Official state holidays are days which have been designated as holidays by the annual "Holiday Schedule" memo distributed by the Office of the Governor.

State Seniority: The total amount of time (years/months/days) an employee has been continuously employed by Indiana State Government.

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
ALTERNATIVE WORK SCHEDULE REQUEST FORM
NINE (9) WORK DAYS PER PAY PERIOD:**

Participation in the Indiana Department of Workforce Development's (DWD) Alternative Work Schedule program is considered an employee privilege and not an employee right. Due to the nature of DWD's services, DWD reserves the right to change, deny, disapprove, or discontinue any individual employee's participation in this program for performance or operational reasons.

Employee (please print):
Supervisor (please print):

Schedule 1:

Employees can work five (5) days the first week totaling forty (40) hours and four (4) days the following week, totaling thirty-five (35) hours. Employee will choose which day he/she will take "off". Each day includes one (1) hour for lunch.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	
8	8	8	8	8	40
Off	8.75	8.75	8.75	8.75	35

Schedule 2:

Employees can work four (4) days the first week totaling thirty-five (35) hours and five (5) days the following week, totaling forty (40) hours. Employee will choose which day he/she will take "off". Each day includes one (1) hour for lunch.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	
8.75	8.75	8.75	8.75	Off	35
8	8	8	8	8	40

Check which schedule you prefer:

Schedule #1: _____

Schedule #2: _____

Work Hours (i.e., 7:00 a.m. to 4:45 p.m.): _____

Check which day of the week will your "off" day:

Monday____

Tuesday____

Wednesday____

Thursday____

Friday____

Employee Signature:	Date:
Supervisor/Manager:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Reason for Disapproval:	
Supervisor/Manager Signature:	Date:

cc: Employee
 Employee Fact File
 Employee Personnel File

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
ALTERNATIVE WORK SCHEDULE REQUEST FORM
FOUR DAY WORK WEEK**

Participation in the Indiana Department of Workforce Development's (DWD) Alternative Work Schedule program is considered an employee privilege and not an employee right. DWD reserves the right to deny, disapprove or discontinue any individual employee's participation in this program for performance or operational reasons.

Employee (please print):
Supervisor (please print):

Employee can work 4 days each week, selecting one day of the week as an off day, totaling 37.5 hours per week. Each day includes one (1) hour for lunch.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	
9.5	9.5	9.5	9	Off	37.5
9.5	9.5	9.5	9	Off	37.5

Work Hours (i.e., 7:00 a.m. to 5:30 p.m.): _____

Check which day of the week will your "off" day:

Monday____ Tuesday____ Wednesday____ Thursday____ Friday____

Employee Signature:		Date:	
Supervisor/Manager:		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason for Disapproval:			
Supervisor/Manager Signature:		Date:	

cc: Employee
Employee Fact File
Employee Personnel File

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
FIXED FLEXIBLE WORK SCHEDULE REQUEST FORM**

Participation in the Indiana Department of Workforce Development's (DWD) Alternative Work Schedule program is considered an employee privilege and not an employee right. DWD reserves the right to deny, disapprove or discontinue any individual employee's participation in this program for performance or operational reasons.

Employee (please print):
Supervisor (please print):

Fixed Flexible Work Schedules

Employees may select from one of the nine (9) following hours of work schedules in conjunction with the supervisor/managers approval:

- ☐ 7:00 a.m. to 3:30 p.m.
- ☐ 7:30 a.m. to 4:00 p.m.
- ☐ 8:00 a.m. to 4:30 p.m. (Standard Core Hours)
- ☐ 8:15 a.m. to 4:45 p.m.
- ☐ 8:30 a.m. to 5:00 p.m.
- ☐ 9:00 a.m. to 5:30 p.m.
- ☐ 9:30 a.m. to 6:00 p.m.
- ☐ 10:00 a.m. to 6:30 p.m.
- ☐ 10:30 a.m. to 7:00 p.m.

Employee Signature:	Date:
Supervisor/Manager:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Reason for Disapproval:	
Supervisor/Manager Signature:	Date:

cc: Employee
Employee Fact File
Employee Personnel File

State Form 49483 (8-99)